



Commander's Policy

414th Base Support Battalion

APO AE 09165



POLICY NO: 2-1 PROPONENT: AETV-HUB-A DATE: 26 Jun 01

SUBJECT: Approval Authority for Army Emergency Relief (AER)

1. Purpose: To establish guidelines for signature and approval of AER loan requests.

2. Applicability: This policy applies to all active duty and retired military and their family members applying for AER assistance in the 414th Base Support Battalion (BSB).

3. General: AER is an important asset for commanders in fulfilling their responsibility for the morale and welfare of Army personnel. AER provides financial assistance to relieve distress when faced with a valid, verifiable emergency need. Assistance can be provided in the form of an interest free loan that is repaid by allotments or through a grant.

4. Unit commanders must recommend approval or disapproval after reviewing the completed application (DA Form 1103) and the soldier's most current Leave and Earning Statement (LES). The commander's signature must be recorded in part 17c of the application along with his/her recommendation for approval or disapproval. An acting unit commander can approve/disapprove a loan in the absence of the commander, but a copy of the "Assumption of Command" orders must be attached.

5. The following personnel are authorized as approval authorities for AER loans and may not be further delegated:

a. Up to \$1,500 - AER Officer (AERO) or Assistant AER Officer (AAERO).

b. \$1,500 to 2,500 - 414th BSB Commander or 414th BSB Executive Assistant-BASOPS.

c. \$2,501 and over - HQ AER (obtained telephonically).

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6. Action taken by approving authority will be recorded in part 19 (approval/disapproval) of DA Form 1103 (application).

7. To determine if the AER request meets the criteria for emergency assistance IAW AR 930-4, the application must provide documentation (e.g., American Red Cross message, repair bill or estimate, verification by Housing Referral Office, etc.) to verify the emergency situation. The AER section will notify unit commanders of loan approval/disapproval.

8. The 414th BSB Hanau AER Office is located in Room 110, Building 9, Pioneer Kaserne. Operating hours are from 0730 to 1700. For more information, call DSN 322-8097.

9. This policy letter supersedes Commander's Policy Letter 2-1, 27 Jan 98.

JERRY L. MRAZ
LTC, AG
Commanding

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